<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 27</td>
<td>May 28</td>
<td>May 29</td>
<td>May 30</td>
<td>May 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Compensation Review files due to HR</td>
<td></td>
</tr>
<tr>
<td>HOLIDAY</td>
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<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>May19-19 Month-End closing begins</td>
<td></td>
<td></td>
<td></td>
<td>SPA AP Redistributions through May due by 9am</td>
</tr>
<tr>
<td>Redistribution forms (AR, AP, LD &amp; SPA) through April due by 9am</td>
<td></td>
<td></td>
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<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>All Redistributions (AR, AP) and LD Adj’s through May due by 9am</td>
<td></td>
<td>Property Accounting processing all FY19 capital invoices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>SPA AP Redistributions not yet submitted for FY19 due by 9am</td>
<td>Property Accounting system closed for year-end processing</td>
<td>Card transactions approved through 6/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee ERs submitted through 6/15</td>
<td></td>
<td>Employee ERs approved through 6/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card transactions verified through 6/15</td>
<td></td>
<td>Non-employee ERs approved through 6/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>Approved Compensation Review reports available</td>
<td></td>
<td></td>
<td>All deposits due to Cash Ops by 2pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LD Labor Schedule deadline by 10pm</td>
</tr>
</tbody>
</table>

Color Key:
- **Financials Data Warehouse/Oracle Data Available**
- **Salary and PTO Review Dates**
- **Due Dates for Forms, Feeders, Entries & Deposits**
- **University Card Deadlines**
- **Property Accounting Processing/Deadlines**
- **System (AP, AR, GL) Closing Dates**
- **GBL Consolidation Dates**
- **Expense Report (ER) Deadlines**
- **System Closing Begins**
- **Payroll Processing/Deadlines**
- **Miscellaneous**
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>6 7 8 9 10</td>
<td>11 12</td>
<td>13 14 15 16 17</td>
<td>18 19 20 21 22</td>
</tr>
<tr>
<td><strong>Jun19-19 Month-End closing begins</strong></td>
<td><strong>AP Trial Balance Recon - QAR &amp; AUS</strong></td>
<td><strong>GL Close begins at 8am US, QAR, AUS</strong></td>
<td><strong>GL Close begins at 8am US, QAR, AUS</strong></td>
<td><strong>GL Close begins at 8am US, QAR, AUS</strong></td>
</tr>
<tr>
<td><strong>LD Adjustments due by 5pm</strong></td>
<td><strong>AP Close QAR &amp; AUS by 5pm</strong></td>
<td><strong>GL closing GBL consolidations</strong></td>
<td><strong>AP Close QAR &amp; AUS by 5pm</strong></td>
<td><strong>AP Close QAR &amp; AUS by 5pm</strong></td>
</tr>
<tr>
<td><strong>June Feeder Files due by 5pm</strong></td>
<td><strong>AR Transfer in US, QAR, AUS</strong></td>
<td><strong>Preliminary BMS &amp; AMS posted</strong></td>
<td><strong>AR Close US, QAR and AUS</strong></td>
<td><strong>AR Close US, QAR and AUS</strong></td>
</tr>
<tr>
<td><strong>GM batches due by 5pm</strong></td>
<td><strong>QAR Rev and Inv Processing in GM</strong></td>
<td><strong>GL data available in Oracle end of day</strong></td>
<td><strong>Property Accounting JEs deadline by 5pm</strong></td>
<td><strong>QAR GM data available in Oracle end of day</strong></td>
</tr>
<tr>
<td><strong>GL JEs due by 5pm</strong></td>
<td><strong>June LD data available in FDW Tuesday morning</strong></td>
<td><strong>QAR GM data available in Oracle and FDW Wednesday morning</strong></td>
<td><strong>US GM data available in Oracle and FDW</strong></td>
<td><strong>US GM data available in Oracle and FDW</strong></td>
</tr>
<tr>
<td><strong>CS Feeder File due by 5pm</strong></td>
<td><strong>US GM data available in Oracle and FDW Tuesday morning</strong></td>
<td><strong>Non-employee ERs approved through 6/30 by 9am</strong></td>
<td><strong>AMS (second close) posted (PM)</strong></td>
<td><strong>AMS (second close) posted (PM)</strong></td>
</tr>
<tr>
<td><strong>Payroll process monthly sublines by 12pm</strong></td>
<td><strong>Non-employee ERs approved through 6/30 by 9am</strong></td>
<td><strong>AP Redistributions not yet submitted for FY19 due by 9am</strong></td>
<td><strong>GM Web Reports posted</strong></td>
<td><strong>GM Web Reports posted</strong></td>
</tr>
<tr>
<td><strong>Payroll process bi-weekly pay by 5pm</strong></td>
<td><strong>Non-employee ERs approved through 6/30 by 9am</strong></td>
<td><strong>All FY19 AP invoices, including Independent Contractor &amp; Honorariums due by 12pm</strong></td>
<td><strong>BMS (Final) posted</strong></td>
<td><strong>BMS (Final) posted</strong></td>
</tr>
<tr>
<td><strong>AP Trial Balance Recon - US</strong></td>
<td><strong>Non-employee ERs approved through 6/30 by 9am</strong></td>
<td><strong>All FY19 AP invoices, including Independent Contractor &amp; Honorariums due by 12pm</strong></td>
<td><strong>Change period in FDW</strong></td>
<td><strong>Change period in FDW</strong></td>
</tr>
<tr>
<td><strong>AP Close US by 5pm</strong></td>
<td><strong>Non-employee ERs approved through 6/30 by 9am</strong></td>
<td><strong>All FY19 AP invoices, including Independent Contractor &amp; Honorariums due by 12pm</strong></td>
<td><strong>Change period in FDW</strong></td>
<td><strong>Change period in FDW</strong></td>
</tr>
<tr>
<td><strong>Last Inload for Card Trans</strong></td>
<td><strong>Non-employee ERs approved through 6/30 by 9am</strong></td>
<td><strong>All FY19 AP invoices, including Independent Contractor &amp; Honorariums due by 12pm</strong></td>
<td><strong>Change period in FDW</strong></td>
<td><strong>Change period in FDW</strong></td>
</tr>
<tr>
<td><strong>US Rev and Inv Processing in GM</strong></td>
<td><strong>Non-employee ERs approved through 6/30 by 9am</strong></td>
<td><strong>All FY19 AP invoices, including Independent Contractor &amp; Honorariums due by 12pm</strong></td>
<td><strong>Change period in FDW</strong></td>
<td><strong>Change period in FDW</strong></td>
</tr>
</tbody>
</table>

**JULY 2019**

**MONDAY**

1. Jun 19-19 Month-End closing begins
2. LD Adjustments due by 5pm
3. June Feeder Files due by 5pm
4. GM batches due by 5pm
5. GL JEs due by 5pm
6. CS Feeder File due by 5pm
7. Payroll process monthly sublines by 12pm
8. Payroll process bi-weekly pay by 5pm
9. AP Trial Balance Recon - US
10. AP Close US by 5pm
11. Last Inload for Card Trans
12. US Rev and Inv Processing in GM

**TUESDAY**

1. AP Trial Balance Recon - QAR & AUS
2. AP Close QAR & AUS by 5pm
3. AR Transfer in US, QAR, AUS
4. QAR Rev and Inv Processing in GM
5. June LD data available in FDW Tuesday morning
6. US GM data available in Oracle and FDW Tuesday morning
7. Non-employee ERs approved through 6/30 by 9am
8. AP Redistributions not yet submitted for FY19 due by 9am
9. June LD data available in FDW Tuesday morning
10. QAR GM data available in Oracle and FDW Wednesday morning
11. US GM data available in Oracle and FDW
12. Non-employee ERs approved through 6/30 by 9am
13. AP Close QAR & AUS by 5pm
14. AP Close US by 5pm
15. AP close US by 5pm
16. US Rev and Inv Processing in GM

**WEDNESDAY**

1. GL Close begins at 8am US, QAR, AUS
2. GL closing GBL consolidations
3. GL data available in Oracle end of day
4. QAR GM data available in Oracle and FDW Wednesday morning
5. GL data available in Oracle end of day
6. GL data available in Oracle end of day
7. AP Redistributions not yet submitted for FY19 due by 9am
8. QAR GM data available in Oracle and FDW Wednesday morning
9. Non-employee ERs approved through 6/30 by 9am
10. AP Redistributions not yet submitted for FY19 due by 9am
11. AP Close QAR & AUS by 5pm
12. AP Close US by 5pm
13. AP close US by 5pm
14. US Rev and Inv Processing in GM

**THURSDAY**

1. GL Close begins at 8am US, QAR, AUS
2. GL closing GBL consolidations by 5pm
3. AR Close US, QAR and AUS
4. GL data available in Oracle end of day
5. QAR GM data available in Oracle end of day
6. AMS (second close) posted (PM)
7. GM Web Reports posted
8. BMS (Final) posted
9. Change period in FDW
10. Change period in FDW
11. Change period in FDW
12. Change period in FDW

**FRIDAY**

1. GL Close begins at 8am US, QAR, AUS
2. GL closing GBL consolidations by 5pm
3. AR Close US, QAR and AUS
4. GL data available in Oracle end of day
5. QAR GM data available in Oracle end of day
6. AMS (second close) posted (PM)
7. GM Web Reports posted
8. BMS (Final) posted
9. Change period in FDW
10. Change period in FDW
11. Change period in FDW
12. Change period in FDW